

## Completing the License and Printing the License

The screenshot shows a web browser window titled "MetaFrame Presentation Server - Microsoft Internet Explorer provided by State of Nebraska". The address bar shows "https://dhsweb.khsee.ne.gov/Citrix/MetaFrame/ite/Default.aspx". The main window displays the "MARRIAGE - 2007 - QS Technologies VRS" application. The "Complete" tab is selected, showing a form with the following fields:

License Complete?	Complete Date	Complete User ID	Pre-Paid Amount
<input checked="" type="checkbox"/>	12/26/2006	COMARRCL	0

Below this, there is a section for "County Complete" with a "Record Complete?" checkbox and a "Complete Date" field.

To print a finished License to give to the couple to get married follow these steps:

1. Complete the marriage license form work sheet. Once the data has been entered move to the Complete Tab, see example above. Place a Y in the License Complete Box. The remaining boxes will auto fill.
2. Then Save the Record by clicking on the Save icon or go to File and click on Save.
3. Once the record has been saved, go to the Request tab, see example below.

The screenshot shows the same web browser window, but now the "Request" tab is selected. The form displays the following information:

System	State File Number	NE State File Number	Create Date	Modify Date

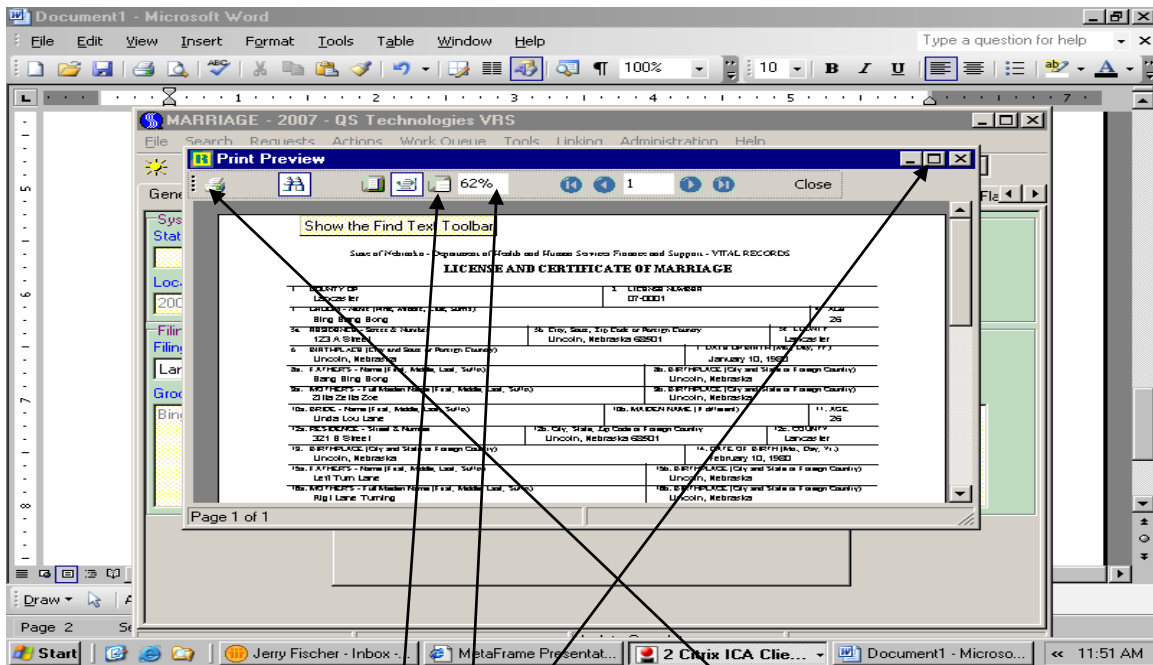
Below this, there is a section for "Local File Number" with a value of "2007000208" and a "Record Status" dropdown menu. The "Reg Type Code" is also visible.

The "Filing County" is set to "Lancaster" and the "License Number" is "07-0001".

The "Groom\Bride Names" field contains "Bing Bang Bong Linda Lou Lane".

A menu is open over the "Request" tab, showing options: "Finish/Complete", "Print: Keepsake Mar. Cert. HHS-71", "Print: License and Cert. of Marriage", and "Print: Marriage Worksheet - HHS-68". An arrow points from the "Print License and Cert. of Marriage" option to the "Request" tab.

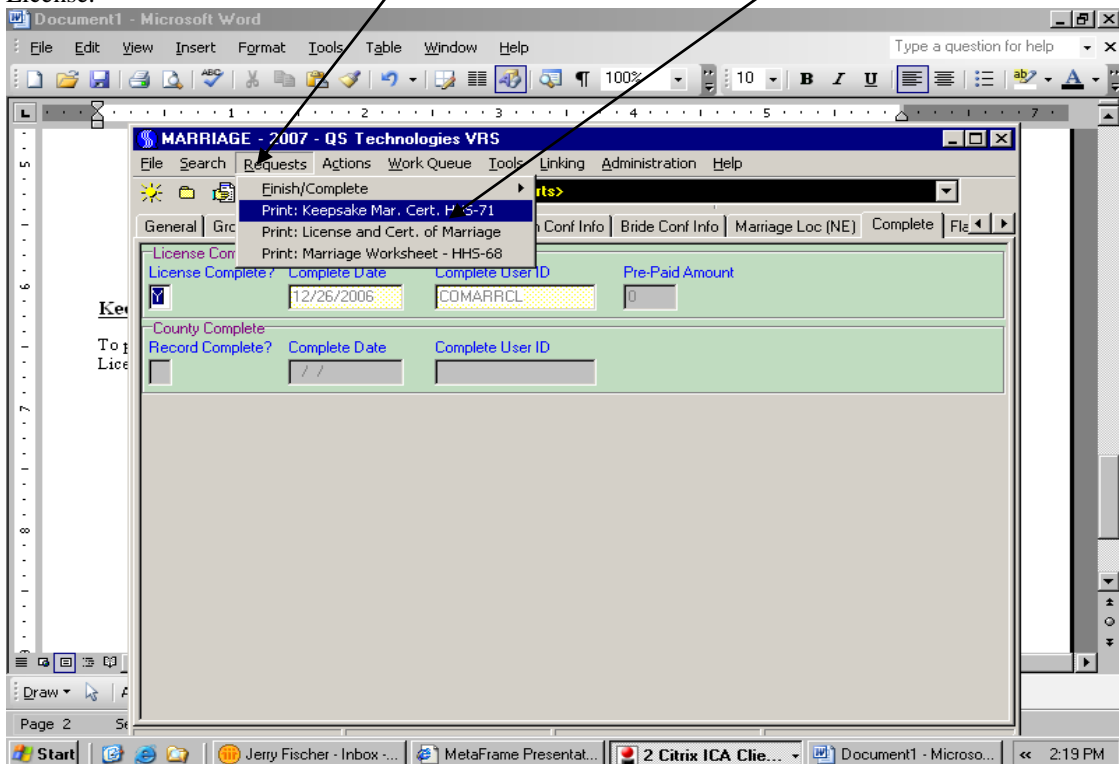
4. Click on "Print License and Cert. of Marriage". You will be able to view the document prior to printing the License and Cert. of Marriage, see below. It is suggested to print a copy and allow the bride and groom to review the information. If changes are needed, you will be able to update the record, save and reprint.



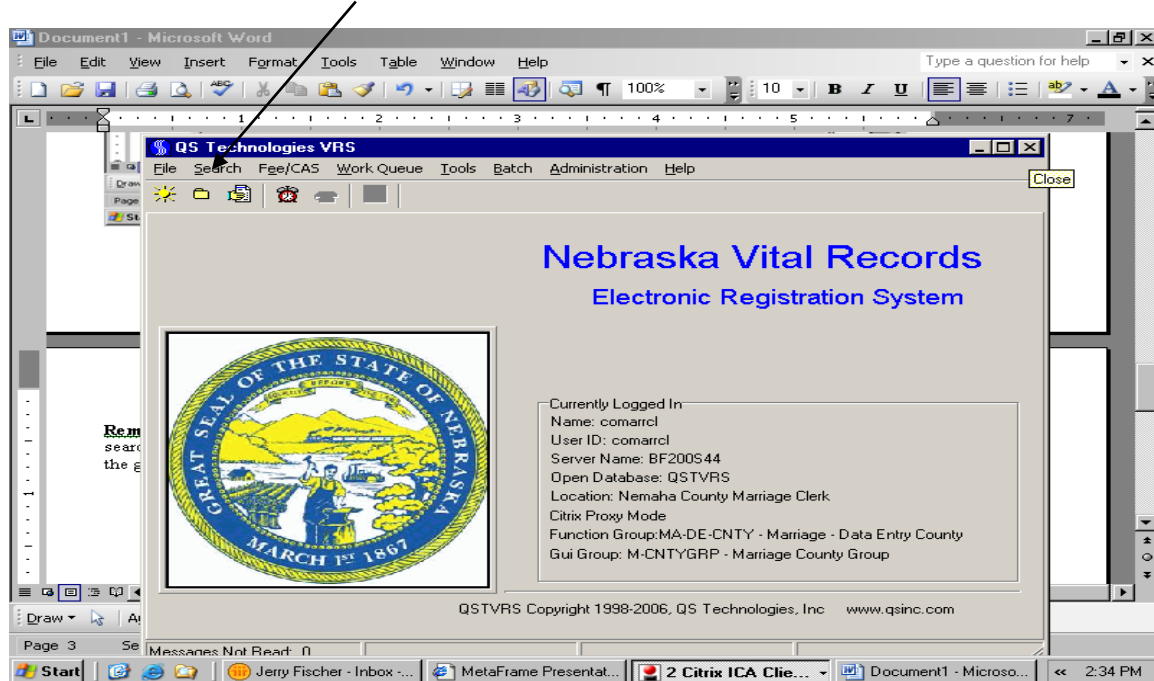
5. If the License of Marriage is correct, click on the printer icon on the top of the print preview screen.
6. It is suggested that the screen be made larger for ease of reading the document. May increase the size by one of three options.
  - a. click on the enlarge boxes
  - b. click on the % box and then the enlarge boxes
  - c. Increase the % to 100% and then enlarge

### Keepsake Marriage Certificate

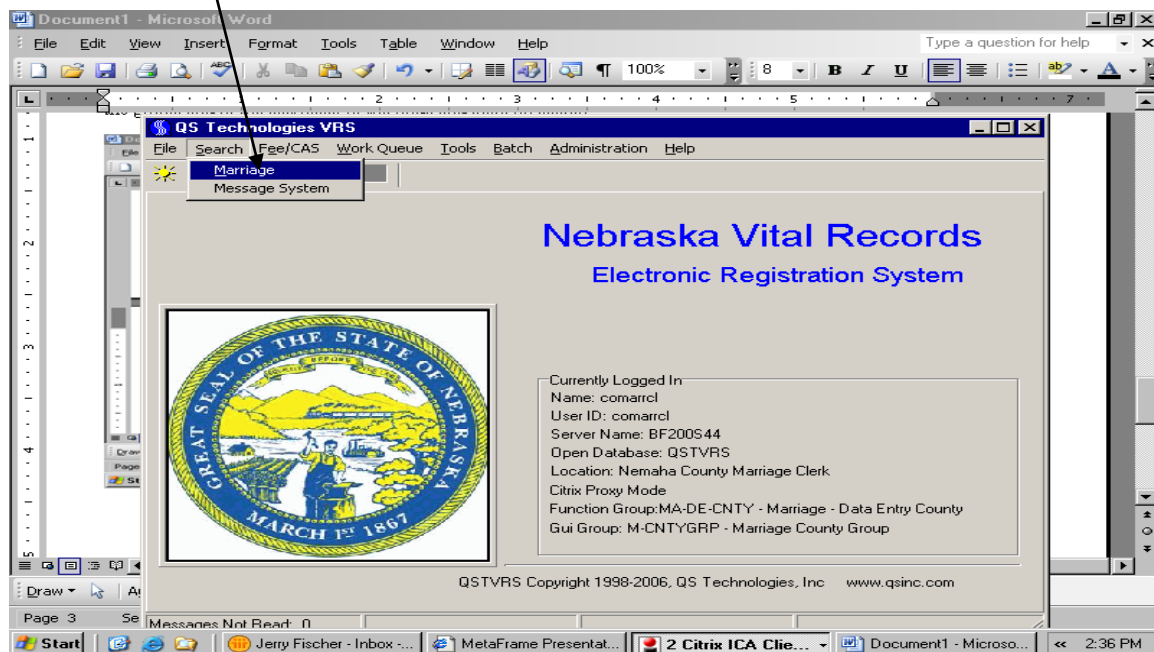
To print a Keepsake marriage certificate follow the same process. Once you have printed the Marriage License and Certificate, go back to Request tab and click on Print: Keepsake Marriage License.



**Remember:** When the couple is married and the record is returned back to the clerk's office, you are required to go into the system and complete the last three steps on the marriage record. You can search in the system for that record. On the search screen



Click on Marriage



Enter the Event Year and the last name of the groom and or the last name of the bride and click on search.

The screenshot shows a web browser window titled "MetaFrame Presentation Server Logged Off - Microsoft Internet Explorer provided by State of Nebraska". The address bar shows a URL from "https://nfuse.hhs.ne.gov/Citrix/MetaFrame/auth/logouted.aspx?". The main content area is a web application titled "QS Technologies VRS - Search - MARRIAGE". It has a menu bar with "File", "Search", "Requests", "Work Queue", "Tools", "Batch", "Administration", and "Help". Below the menu is a "SEARCH CRITERIA" section with several input fields: "State File Number", "Date of Marriage", "License Number", "NE State File Number", "CRN", "Event Year" (with "2007" entered), "Groom's First Name", "Middle", "Last" (with "Bang" entered), "Suffix", "Date of Birth", "Bride's First Name", "Middle Name", "Last Name", "Maiden Name", "Date of Birth", "Filing County", and "Record Status". There are "Search", "Display", and "Reset/Clear" buttons at the bottom. A "RESULTS" section is visible on the right, containing search tips and list functions. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 2:39 PM.

Click on Display or double click on the record.

This screenshot shows the same web application as the previous one, but now displaying search results. The "SEARCH CRITERIA" section remains the same. The "RESULTS" section now contains a table with the following data:

State File Num	Date of Marriage	License Number	NE State File Number	CRN	Event Year	Groom's First Name	Middle
		07-0001			2007	Bing	Bang

Below the table is a large yellow shaded area. At the bottom of the application, the "Display" button is highlighted with a black box. The Windows taskbar at the bottom shows the system clock at 2:46 PM.

When the record opens, you will be on the general tab. You will need to click on the Marriage Loc (NE) tab to complete the electronic marriage process.

Document1 - Microsoft Word

MARRIAGE - 2007 - QS Technologies VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete File

System

State File Number NE State File Number Create Date Modify Date

Local File Number Record Status Reg Type Code

Filing

Filing County License Number

Groom/Bride Names

Bing Bang Bong Linda Lou Lane

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Now complete the remaining three fields for marriage location; Date of Marriage, County of Marriage, Where (City, Town or Location)

Document1 - Microsoft Word

MARRIAGE - 2007 - QS Technologies VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete File

Filing

Date of Marriage County Where Married (City, Town or Location)

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Once the three fields are completed you will then go to the complete tab.

The screenshot shows a web-based application window titled "MARRIAGE - 2007 - QS Technologies VRS". The interface includes a menu bar with options like File, Search, Requests, Actions, Work Queue, Tools, Linking, Administration, and Help. Below the menu is a toolbar with various icons. The main content area has several tabs: General, Groom Info, Bride Info, Social Security, Groom Conf Info, Bride Conf Info, Marriage Loc (NE), and Complete. The "Complete" tab is currently selected. Within this tab, there are two main sections: "License Complete" and "County Complete". The "License Complete" section contains four fields: "License Complete?" (a dropdown menu showing 'Y'), "Complete Date" (a date field showing '12/26/2006'), "Complete User ID" (a text field showing 'COMARRCL'), and "Pre-Paid Amount" (a numeric field showing '0'). The "County Complete" section contains three fields: "Record Complete?" (a checkbox), "Complete Date" (a date field showing '/ /'), and "Complete User ID" (a text field). An arrow from the text above points to the "Complete" tab. Another arrow from the text below points to the "Record Complete?" checkbox.

Complete the "Record Complete" by entering a "Y" for Yes. The remaining fields will auto-fill. Then click the Save button. The "Abstract of Marriage" information will be sent electronically to the State. Make photocopies of the License and Certificate of Marriage for your records and forward the original license to the State.